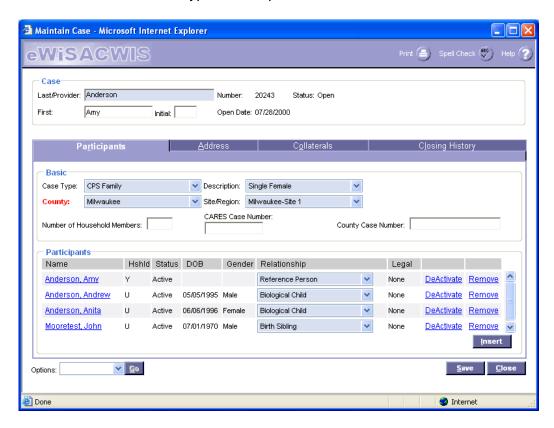
DEACTIVATING A PERSON IN A CASE

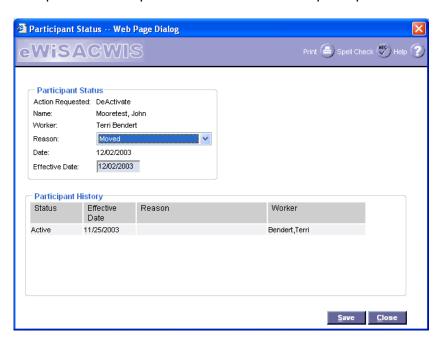
(Not for reason of TPR)

(A situation where this may apply is if a boyfriend moves out of the home, a non-related legal guardian terminates the guardianship status, a non-related adult is living in the home and leaves.)

- 1. Click on the Cases expando to view all cases. Scroll to the case in which a participant needs to be deactivated.
- 2. Click on the Case Name hyperlink to open the Maintain Case window.



3. Each participant is listed on the bottom of the Participants Tab on the Case Maintenance Window. Each person's relationship to the reference person is shown highlighted in blue under the Relationship Column. If there are more than 3 participants in the case it will be necessary to use the scroll bar to view all participants. 4. Click on the De-Activate hyperlink for the participant that needs to be deactivated. This will open the Participant Status window for the participant.



- 5. Select the reason for deactivating the participant from the Reason drop-down field. Enter the effective date of the change. Click on the Save button and click on Close to close the window.
- 6. When returned to the Maintain Case window you will notice that the participant's status in the case will now be listed as Inactive.